

Navy Enlisted Advancement System (NEAS)



Last update: 8 February 2005

Purpose of the NEAS Brief

- ◆ This brief provides NEAS information to advancement candidates, supervisors, and commands.
- ◆ Requests for on-site presentations should be directed to PHCM(SW/AW) Mark Tibbert at the Navy Advancement Center, NETPDTC:
 - E-mail: mark.tibbert@navy.mil
 - DSN 922-1001 ext 2135
 - COMM (850) 452-1001 ext 2135
- ◆ This brief is posted on NETPDTC's web site at:
 - <https://www.advancement.cnet.navy.mil>

Presentation Topics

- ◆ Purpose of advancement exams
- ◆ How the exams are developed
- ◆ How the exams are scored
- ◆ Profile sheet - What does it mean?
- ◆ How the candidate can prepare for the exam

Purpose of Advancement Examinations

The advancement-in-rate examination is a tool used, as part of the Final Multiple Score, to help rank order *qualified* candidates on the basis of rating and professional military knowledge at the next higher rate.

Qualifying to Take the Exam

- ◆ CO recommendation
- ◆ Meet minimum time in rate (TIR) requirement
- ◆ Be in proper path of advancement
- ◆ Meet special rating requirements

Time In Rate Requirements

Paygrade

Time In Rate (TIR)

E-1 to E-2	9 months
E-2 to E-3	9 months
E-3 to E-4	6 months
E-4 to E-5	12 months
E-5 to E-6	36 months*
E-6 to E-7	36 months*
E-7 to E-8	36 months
E-8 to E-9	36 months

* 1-year TIR waivers for E6/7 EP candidates

Exam Development Facts

- ◆ **Written by CPOs (E-7 to E-9)...**
 - Recent fleet experience
 - From ratings (BM, SH, etc.) or
 - From rating communities (EMN, AWA, etc.)
- ◆ **Designed to test experience and knowledge**

More Exam Development Facts

- ◆ Prepared 12 months ahead of the test date
- ◆ Why?
 - Lead time required to edit, proof, and QA
 - Lead time required to order, print, and distribute

Yet More Exam Development Facts

- ◆ Exams consist of **200** questions

Occupational + Professional Military
Knowledge

E7	100	100
E6	115	85
E5	135	65
E4	150	50

Even More Exam Development Facts

- ◆ Advancement exams test on occupational (rate) and professional military knowledge (PMK) information
 - Exams test the most important topics for the rate
 - Every question must be supported by a “bib” reference
 - Occupational Standards, Naval Standards, and other standards pertaining to the rating are used to validate questions

Occupational and Naval Standards (NAVPERS 18068F)



- ◆ Contains Occupational and Naval Standards for all Navy ratings
- ◆ Developed from periodic fleet surveys of Sailors in the ratings and community representatives
- ◆ OCCSTDs and NAVSTDs may be found on the BUPERS CD-ROM that is mailed to commands quarterly and at: www.bupers.navy.mil

(New SkillObjects are being developed for most ratings and will be used to support exams)

Exam Development Process



1. Exam writer develops exam
2. Exam writer “takes” draft exam
3. Exam is printed/verified
4. Printed exam is reviewed
5. Exam writer validates exam/answer keys
6. Fleet takes exam

Exam Scoring

- ◆ There are two approaches to exam scoring:
 - Criterion-referenced (schoolhouses)
 - Norm-referenced (Navy advancement exams)

Criterion-Referenced Exam Scoring

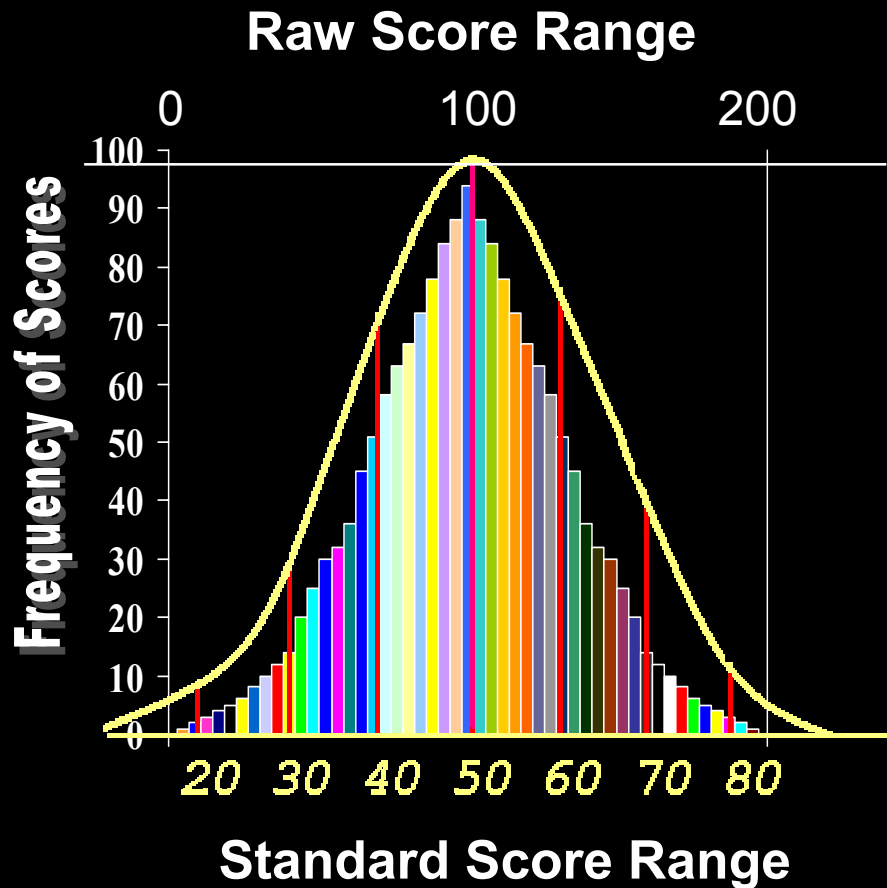
- ◆ Criterion-referenced exam scores represent your performance based on a specific standard
- ◆ Most Navy schoolhouses, high schools, universities, etc. use criterion exam scoring. For example:
 - A 100 question test requires a minimum of 70 to pass.
 - If you get 87 questions correct, your score is 87%--you will pass.

Norm-Referenced Exam Scoring

Norm-referenced scores represent your performance in relation to everyone else who took the same exam at the same time as you.

- ◆ Advancement exams use norm-referenced scoring
- ◆ You cannot determine from a norm-referenced score how many questions you answered correctly. However it is reflected on your profile sheet.
- ◆ You can only determine whether you scored higher or lower than others who took the same exam.

Standard Score Example



- ◆ Raw score range: **0** to **200**
- ◆ Raw scores are converted to standard scores
- ◆ Standard score range: **20** to **80**
- ◆ Average of all raw scores is assigned standard score **50**

Final Multiple Score (FMS)

The Final Multiple Score (FMS) method
looks at the “**whole person**”

◆ E-4/5/6

- Performance
- Experience (service in paygrade, awards, and PNA points)
- Exam Score (standard score)

◆ E-7

- Performance
- Exam Score (standard score)



FMS for E-4/5 Candidates

(Maximum possible points)



◆ Examination standard score:	80	34%
◆ Performance:	84	36%
◆ Service in paygrade	30	13%
◆ Awards:	10	4%
◆ PNA Points:	<u>30</u>	<u>13%</u>
Total Possible	234	100%



FMS for E-6 Candidates

(Maximum possible points)



◆ Examination standard score:	80	30.0 %
◆ Performance:	110	41.5 %
◆ Service in paygrade:	34	13.0 %
◆ Awards:	12	4.5 %
◆ PNA Points:	<u>30</u>	11.0 %
Total Possible	266	100.0 %



FMS for E-7 Candidates

(Maximum possible points)



◆ Examination standard score:	80	60%
◆ Performance:	<u>52</u>	40%
Total Possible	132	100%

How FMS Affects Advancement


- ◆ If your FMS is at or above the cutoff, you will be advanced
 - If the FMS cutoff for selection is: **168.22**
 - But your FMS is: **168.18**
 - You will not be selected for advancement

Performance Mark Average (PMA)

How is PMA calculated?

- ◆ Evaluations/FITREPs used for candidates:
 - **E-4** - As per NAVADMIN (past 8 or 9 mos)
 - **E-5** - As per NAVADMIN (past 14 or 15 mos)
 - **E-6/7** - The past 36 months

How is PMA calculated? (Continued)

- * Only the Promotion Recommendation Blocks are used (Block 45)**
 - * Use ONLY evaluations in the current pay-grade**
 - * Do NOT use Not Observed reports**
 - * Add block 45 marks together, then divide by the number of evaluations used in the computation**
 - * Carry to three decimal places and round up/down (less than 5, round down)**
- 

How is PMA calculated? (Continued)

Promotion Recommendation point values

Early Promote	=	4.00
Must Promote	=	3.80
Promotable	=	3.60
Progressing	=	3.40
Significant Problems	=	2.00

How is PMA calculated? (Continued)

Example for PO2 participating in PO1 exam:

Evaluation ending

02 March 15

01 March 15

00 March 15

Block 45 mark

EP = 4.00

MP = 3.80

MP = 3.80

Add $4.00 + 3.80 + 3.80 = 11.6$, divide by 3 = 3.866

Round up to 3.87

Final PMA is 3.87

Performance Mark Average Contribution to Final Multiple Score

<u>Performance Mark Average</u>	<u>FMS Points</u>		
	<u>E4/5</u>	<u>E6</u>	<u>E7</u>
4.00	84.0	110.0	52.0
3.80	72.0	98.0	49.4
3.60	60.0	86.0	46.8
3.40	48.0	74.0	44.2

*These values are based on individual's average over the cumulative reporting periods.

PNA Points?!?

What are they and how are they determined?

- ◆ **PNA (passed not advanced) points are added to your FMS (E-4/5/6 only) if you pass the the test, but are not advanced.**
- ◆ **PNA points points come from two sources:**
 - **Final Exam Standard Score (SS)**
 - **Performance Mark Average (PMA)**

PNA Points Computation

- ◆ Up to 1.5 points each for PMA and SS per exam
 - Maximum of 3.0 per exam
- ◆ Maximum of 30 FMS points for the last 5 of 6 most recent exam cycles

PNA Points Computation for PMA

Performance Mark Average Ranking

Top 25%: **1.5** PNA points

Next 25%: **1.0** PNA points

Next 25%: **0.5** PNA points

- PNA points are awarded for one's performance based on how the candidate ranks among peers.

PNA Points Computation for Standard Score (SS)

Exam Standard Score Ranges

57.01-80.00 = **1.5** PNA points

50.01-57.00 = **1.0** PNA points

42.01-50.00 = **0.5** PNA points

- ◆ PNA points are based on the candidate's standard score.
- ◆ Approximately 25% of the candidates are in each range.
- ◆ Since more candidates have a standard score between 40 and 60, ranges are smaller as you enter the mid-range of scores.

“Where do the advancement quotas originate?”

Chief of Naval Operations and Enlisted Community Managers determine vacancies based on projected gains and losses



**E4/5/6
Vacancies**



**OPNAV directed quotas
Selection based on top FMS**



**Personnel are selected for
advancement based on FMS**

**E7/8/9
Vacancies**



**OPNAV
Selection Board**



**E7/8/9 Boards select
personnel for advancement**



“What do you mean, there was a discrepancy on my test?”

◆ Discrepancies:

- An error on a worksheet
- An error on an answer sheet
- Or
- information that does not match the Enlisted Master File

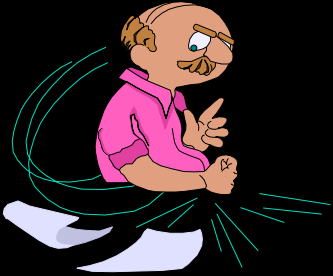
◆ Examples:

- Missing or incorrect PMA
- Overwriting bar-coded information with incorrect answer sheet bubbling
- Improper path of advancement
- Not meeting special rating requirements
- Incorrect SSN
- Name on Answer Sheet not matching EMF
- Insufficient Time-in-Rate
- Recording exam rate incorrectly (MM vice MMN entered on answer sheet)

◆ Errors can lead to:

- Delayed results or advancements
- Improper processing
- **LOSING OUT ON ADVANCEMENT**

“What happens if I have a discrepancy?”



**Your PSD or ESO can correct
discrepancies following detailed
instructions in the Advancement
Manual, BUPERSINST 1430.16**

“How do I prevent discrepancies?”

**MAKE SURE YOUR INFORMATION
IS CORRECT !**

◆ On your worksheet:

- Verify your examination worksheet information is correct before you sign it.
- Ask your PSD or ESO to make any corrections needed.

◆ On your exam:

- Verify the information you put on your examination answer sheet is correct
- Darken the circles correctly.

Now, let's talk about the
Profile Information Sheet...

DEPARTMENT OF THE NAVY

NAVAL EDUCATION AND TRAINING PROFESSIONAL DEVELOPMENT AND TECHNOLOGY CENTER (N321)
6490 SAUFLEY FIELD ROAD, PENSACOLA, FL 32509-5240

03/04/2004

FROM: COMMANDING OFFICER
TO: CANDIDATE READY 123456789
SUBJ: EXAMINATION PROFILE INFORMATION AND EXAM STATUS

PRESENT RATE HM3
EXAM RATE HM2
BRANCH CLASS USN
CYCLE XXX
SERIAL NO. XXX1234
DATE MAR XX
UIC 12345
CODE AB

Ref: (a)

FINAL MULTIPLE FACTOR SCORE BREAKDOWN	Exam Standard Score	PMA (Eval Avg)	Serv. In Pay Grade (YYMM)	Awards	PNA	Your Final Multiple	Minimum Multiple Req'd		
YOUR multiple broken down by each factor	52.73	084.00 (4.00)	23.00 (0400)	2	11.00	172.73	177.48		
AVERAGE of candidates advanced in your rate	54.40	082.55 (3.98)	27.02 (0608)	5	15.5	PAGE:	1		
PNA POINT BREAKDOWN				CYCLE	CYCLE	CYCLE	CYCLE	CYCLE	TOTAL
				XXX	XXX	XXX	XXX	XXX	
PNA POINT EARNED FROM YOUR PREVIOUS EXAMS/PMA's THAT WERE APPLIED TO THIS EXAM'S FINAL MULTIPLE SCORE				1.0	2.5	0.5	0.5	1.0	05.5
PNA POINTS EARNED FROM THIS EXAM ADMINISTRATION THAT WILL APPLY TOWARD YOUR FMS ON THE NEXT EXAM				FROM EXAM STANDARD SCORE			FROM PMA		TOTAL
				1.0			1.5		02.5

EXAMINATION SCORE BREAKDOWN BY SECTION:

NO. TOPIC	NUMBER OF QUESTIONS	YOUR SCORE	YOUR %ILE	YOUR OVERALL PERCENTILE WAS 61. YOU SCORED HIGHER THAN 61 PERCENT OF THE CANDIDATES IN YOUR RATE WHO TOOK THIS EXAM.
1. ADMINISTRATION	21	6	25	Total number of exam questions may vary due to deletions. Deleted question result if equipment or procedures become obsolete between the time the exam is written and the time the exam is taken. Deletions do NOT change a candidate's chance for advancement. The standings are based on over 90% returned answer sheets. No change occurs with all returns in.
2. HEALTH CARE	19	6	27	
3. PREVENTIVE MEDICINE	19	15	99	
4. EMERGENCY CARE	16	8	73	
5. LABORATORY PROCEDURES	14	3	14	
6. SUPPLY / LOGISTICS	14	7	67	
7. PHARMACY FUNDAMENTALS	11	6	84	
8. CBR WARFARE	18	7	22	
9. WATCH STANDING	10	6	73	
10. UNIFORMS	09	6	33	
11. MILITARY DISCIPLINE	08	5	68	
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STATUS: PNA-PTS 1.0/1.5

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Final
Multiple
Score
Breakdown

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03/04/2004

FROM: COMMANDING OFFICER	PRESENT RATE	EXAM RATE	GROUP	BRANCH CLASS	CYCLE	SERIAL NO.	DATE	UIC	CODE
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← PNA Point Breakdown

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← Exam Score by Section Breakdown

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**YOUR OVERALL PERCENTILE WAS 61.
YOU SCORED HIGHER THAN 61 PERCENT
OF THE CANDIDATES IN YOUR RATE
WHO TOOK THIS EXAM.**

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NAVAL EDUCATION AND TRAINING PROFESSIONAL DEVELOPMENT AND TECHNOLOGY CENTER (NETP)
6490 SAUFLEY FIELD ROAD, PENSACOLA, FL 32509-5240

02/14/2003

FROM: COMMANDING OFFICER
TO: UNDERWAY SAILOR 012345678
SUBJ: EXAMINATION PROFILE INFORMATION

PRESENT RATE YN1
EXAM RATE YNC
GROUP 1
BRANCH CLASS USN
CYCLE XXX
SERIAL NO. XXX1234
DATE JAN XX
UIC 12345
CODE

FINAL MULTIPLE FACTOR SCORE BREAKDOWN	Exam Standard Score	PMA (Eval Avg)	Serv. In Pay Grade (YYMM)	Your Final Multiple	Minimum Multiple Req'd
YOUR multiple broken down by each factor	78.74	052.00 (4.00)	----- (0700)	130.74	097.91
AVERAGE of candidates SBE in your rate	56.15	050.39 (3.88)		PAGE:	2

Initial Profile Sheet

EXAMINATION SCORE BREAKDOWN BY SECTION:

NO. TOPIC	NUMBER OF QUESTIONS	YOUR SCORE	YOUR %ILE	YOUR OVERALL PERCENTILE WAS 99. YOU SCORED HIGHER THAN 99 PERCENT OF THE CANDIDATES IN YOUR RATE WHO TOOK THIS EXAM.
1. CORRESPONDENCE	10	9	95	
2. DIRECTIVES	10	8	95	
3. TECHNICAL ADMINISTRATION	10	8	67	Total number of exam questions may vary due to deletions.
4. FITNESS REPORTS	10	6	28	Deleted question result if equipment or procedures become obsolete between the time the exam is written and the time the exam is taken. Deletions do NOT change a candidate's chance for advancement. The standings are based on over 90% returned answer sheets. No change occurs with all returns in.
5. SEPARATION/RETIREMENTS	10	7	68	
6. CACO	10	8	86	
7. LEGAL	10	8	97	
8. SECURITY	10	9	98	
9. MANPOWER	10	5	63	
10. SOCIAL USAGE AND PROTOCOL	10	10	98	
11. CAREER INFORMATION	12	11	97	
12. CHEM/BIO/RAD DEFENSE	14	10	96	
13. MILITARY JUSTICE	16	15	99	
14. CUSTOMS, TRADITIONS, & COURTESIES	14	11	98	
15. ORGANIZATION	16	9	73	
16. SECURITY REQUIREMENTS	12	8	61	
17. SAFETY	16	13	97	

STATUS: SEL BD ELIGIBLE

1. SUBJECT CANDIDATE PARTICIPATED IN THE EXAMINATION FOR YNC AND IS ELIGIBLE FOR PRESENTATION TO THE SELECTION BOARD.

CONTACT YOUR ESO FOR MORE INFORMATION ABOUT DATA USED FOR YOUR MULTIPLE CALCULATION. DO NOT USE THIS SHEET TO STUDY FOR NEXT EXAM. EXAM CONTENT VARIES FROM ONE EXAM SERIES TO ANOTHER. THIS SHEET CONTAINS THE TOPICS THAT WERE USED IN THIS EXAM ONLY AND MAY OR MAY NOT APPEAR ON FUTURE EXAMS. TO CHECK FUTURE EXAMS, GO TO NETPDTIC WEB SITE UNDER BIBS PORTION AT [HTTPS://WWW.ADVANCEMENT.CNET.NAVY.MIL](https://www.advancement.cnet.navy.mil)

DEPARTMENT OF THE NAVY

NAVAL EDUCATION AND TRAINING PROFESSIONAL DEVELOPMENT AND TECHNOLOGY CENTER (NB21)
6490 SAUFLEY FIELD ROAD, PENSACOLA, FL 32509-5240

09/02/2003

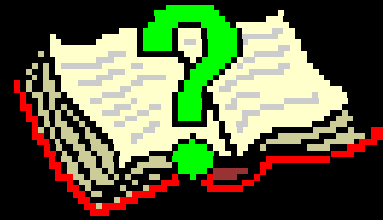
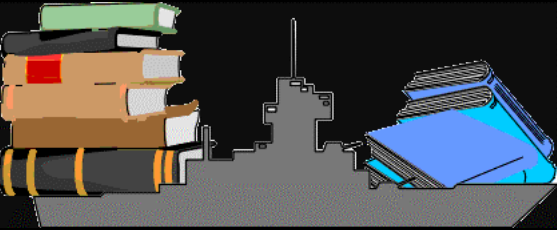
FROM: COMMANDING OFFICER	PRESENT RATE	EXAM RATE	GROUP	BRANCH CLASS	CYCLE	SERIAL NO.	DATE	UIC	CODE
TO: UNDERWAY SAILOR 012345678	YN1	YNC	1	USN	XXX	XXX1234	JAN XX	12345	
SUBJ: EXAMINATION PROFILE INFORMATION AND EXAM STATUS									
Ref: (a)									

STATUS: ADV 16 SEP 2003

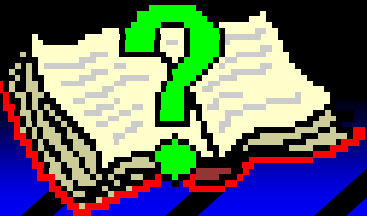
1. PROVIDED ELIGIBILITY IS MAINTAINED, SUBJECT CANDIDATE IS AUTHORIZED ADVANCEMENT TO YNC .
ADVANCEMENT MAY BE EFFECTED ON 16 SEP 2003. VERIFY ALL FMS DATA AS CORRECT PRIOR TO EFFECTING THIS
ADVANCEMENT. AUTHORITY FOR ADVANCEMENT IS NETPDTG ADV LTR 4-03 .


**Post
Board
Profile
Sheet**

“How can I best prepare for the exam?”



- ◆ Make sure you meet all eligibility requirements
- ◆ Be a top performer (sustained superior performance)
- ◆ Provide good input on your evaluations
- ◆ Learn as much as you can about your rating from all sources (Bibliography, References, schools, OJT)
- ◆ Use the *Advancement Exam Strategy Guide* (AESG) to help focus your study plan.
- ◆ **START EARLY--don't wait until the last minute!**



Bibliography for Advancement Study (Bibs)

- ◆ **Bibs are available ONLY in electronic form**
- ◆ **Bibs list the source references for each
rating exam**
- ◆ **Always study the most recent version of any
reference!**

Bibliography Web Posting For Advancement Exams

◆ ACTIVE DUTY BIBS

EXAM CYCLE

JANUARY

E-7 EXAM

MARCH

E-4/5/6 EXAM

SEPTEMBER

E-4/5/6 EXAM

POST DATE

JULY

OCTOBER

APRIL

◆ RESERVES BIBS

EXAM CYCLE

FEBRUARY

E-7 EXAM

FEBRUARY

E-4/5/6 EXAM

AUGUST

E-4/5/6 EXAM

POST DATE

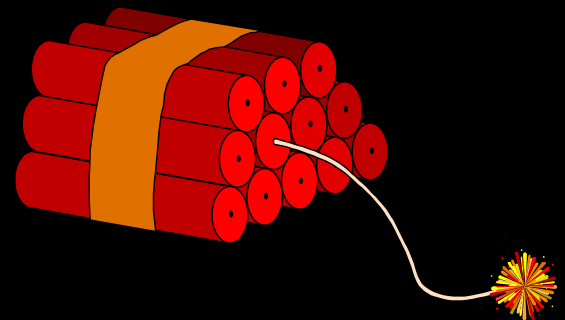
AUGUST

SEPTEMBER

MARCH

Dispelling **myths** about exams—let's have the **facts**!

- ◆ **MYTH**: A number of questions are arbitrarily thrown out of every exam (not scored). As many as 70 questions are deleted.
- ◆ **FACT**: All questions are used for scoring unless there is a valid reason to delete a question (e.g., outdated equipment).



...more mystifying **myths**

- ◆ **MYTH:** There are “trick questions,” as well as the ever popular “more than one correct answer.”
- ◆ **FACT:** Answers are meant to be close, but there is **ONLY ONE CORRECT ANSWER.**

...and more myths

- ◆ **MYTH:** Test questions do not require a source, they are just made up.
- ◆ **FACT:** All questions are supported by occupational standards or Naval standards, AND a published reference.

(New SkillObjects are being developed for most ratings and will be used to support exams)

...and a final myth

- ◆ **MYTH**: Scoring the maximum 80 points on the exams means you “aced” the exam.
- ◆ **FACT**: It simply means you performed better than all or almost all of the other candidates taking the same exam.
- ◆ **FACT**: 80 “represents” the highest standard score attained for a group of candidates taking the same examination (the best raw score may have been a 192).

Questions and Answers

- ◆ **QUESTION:** What if a reference is revised so that it changes the correct answer to an exam question?
- ◆ **ANSWER:**
 - If the change makes the question's original correct answer no longer valid or no longer the **ONLY** correct answer, the question will be deleted.
 - If the change results in a different answer than the original correct answer, then answer key is simply changed to reflect the new correct answer.

...another Q & A

- ◆ **QUESTION**: I missed making rate by less than 1 point. What should I do?
- ◆ **ANSWER**: Contact PSD/ESO to make sure all possible FMS points were submitted

...and a final Q & A

- ◆ **QUESTION:** If the NRTC that I have completed is revised, should I complete the new NRTC?
- ◆ **ANSWER:** Good question. If you feel really confident, then you may decide you don't want to. However, you can be sure your exam writer is not using the old NRTC to support exam questions.

Exam Schedule

January 3rd Thursday E7

February (Reserve) E4/5/6/7

March 1st Thursday E6
 2nd Thursday E5
 3rd Thursday E4

August (Reserve) E4/5/6

September 1st Thursday E6
 2nd Thursday E5
 3rd Thursday E4



Summary

- ◆ Purpose of Advancement Exams
- ◆ How the exams are developed
- ◆ How the exams are scored
- ◆ Profile sheet
- ◆ How the candidate can prepare for the exam



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DEVELOPMENT AND TECHNOLOGY CENTER



◆ For general NEAS information or to download information:

- Home page: <https://www.advancement.cnet.navy.mil> OR
 - ❖ Bulletin Board: DSN 922-1394/1820 (COMM: (850) 452-1394/1820)
 - ❖ SALTS: Streamlined Automated Logistics Transmission System
- Specific questions: Exam Development Branch Head:
 - ❖ nora.matos@navy.mil
 - ❖ Phone: DSN 922-1001, extension. 2163
 - ❖ COMM: (850) 452-1001, extension 2163
 - ❖ Fax: DSN 922-1819 or COMM (850) 452-1819
- Exam discrepancies: DSN:922-1252 COMM:850-452-1252

That's All Folks